

CHECKOUT LAUNCH CONTROL SYSTEM (CLCS) BUSINESS RECORDS

PROCESS	BUSINESS RECORD TITLE	RESPONSIBLE FOR COMPLETION	FILE LOCATION (Office No.)	RETENTION PERIOD	ARCHIVE LOCATION	ARCHIVE PERIOD
Hardware Development and Specification KDP-P-1178	Procurement Request (PR)	Hardware Configuration Item (HWCI) Lead	Hard Copy/PCC Rm 3084 Electronic Media/PC/Rm 3032D (c:\Clements\Purchases\FY	End of Project	N/A	N/A
	Hardware Specifications	Hardware Configuration Item (HWCI) Lead	Original and Electronic Media(EM)/ PCC Rm 2052D	Until Official Release	N/A	N/A
	84K09900 – 84K09999 SERIES Detailed Design Panel Document(s) {Functional - Performance Requirements, Dependencies Diagrams, Design Specifications, External Interfaces, Test Plan} (DP3)/ Hardware Selection Review (HSR)	Hardware Design Engineer	EM/CLCS Web Page/Presentations and Razor	End of Project	N/A	N/A
	CLCS 90% Design Review	Hardware Design Engineer	Questionable	End of Project	N/A	N/A
	W...-XXX/Hardware Issue	Hardware Configuration Item (HWCI) Lead	EM/Razor	End of Project	N/A	N/A
	P...-XXX/Panel Issue	Hardware Configuration Item (HWCI) Lead	EM/Razor	End of Project	N/A	N/A
	D...-XXX/Document Issue	Hardware Configuration Item (HWCI) Lead	EM/Razor	End of Project	N/A	N/A
	Market Survey	Hardware Configuration Item (HWCI) Lead	Email/fax	Upon receipt	N/A	N/A